THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 23, 2026 AT 10:00 AM
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI 49406

MINUTES

1. CALL TO ORDER

2. ROLL CALL/QUORUM

PRESENT

Jim Babcock
Lauren Bachman
Ruth Crowe
Alexia Dawson
Dave Laakso - late
Kabri Martyniek
Cindy Miller
Cathy North
Randy Walker

ABSENT - none

3. APPROVAL OF AGENDA

Motion by Dawson second by Bachman to approve the Agenda of September 23, 2026, as presented – Motion carried by unanimous voice vote.

4. APPROVAL OF MINUTES

Motion by Dawson second by Crowe to approve the minutes of August 26, 2026, as presented- Motion carried by unanimous voice vote.

5. OFFICER REPORTS

A. Secretary
B. Treasurer
C. Vice-Chair
D. Chair

6. PUBLIC COMMUNICATION – WRITTEN, *none*

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES), *none*

8. UNFINISHED BUSINESS - *none*

9. NEW BUSINESS

A. Presentation: Sue Poolman, DDA Appreciation Plaque.

B. Approve: Banner request for the Center/Blue Star Highway Gateway sign from Lakeshore Pet Boutique for the Blessing of the Animals Event on Sunday, October 4th, 2026.
Motion by Dawson, second by Laakso to approve the banner request for the gateway sign for Lakeshore Pet Boutique for the Blessing of the Animals on Sunday in October. Motion carried by unanimous voice vote.

C. Approve: Purchase of a 10.8' Pre-Lit Christmas Giftbox Tree Christmas Holiday Decor to be placed next to the Gateway Sign on Center and Blue Star in the amount not to exceed $1100.00 from the Downtown Marketing Budget.
Motion by Dawson, second by Bachman to approve the purchase of a 10.8 foot pre-lit Christmas tree, gift box Christmas Holiday décor to be placed next to the gateway sign, in the amount not to exceed $1,100 from the downtown marketing budget. Motion carried by unanimous voice vote.

D. Approve: Move the November 2026 meeting to November 18, 2026, at 10:00 a.m. and the December 2026 meeting to December 16, 2026, at 10 a.m., both one week prior to the original meeting date due to the Thanksgiving and Christmas holidays.
Motion by Dawson, second by Babcock to approve the move of November and December meetings one week earlier prior to the original meeting date for Thanksgiving and Christmas holidays. Motion carried by unanimous voice vote.

E. Discussion: Douglas Downtown Development Authority Survey Results.

F. Discussion: October 17th, 2026, Pumpkin Carving Event.
- Location for the Pumpkin Carving Activities

- Overnight accommodations for the Pumpkin Carving Team

G. Discussion: Marketing Report/Marketing Calendar - Marketing Team.

H. Discussion: Fall Decorations (cornstalks, strawbales, pumpkins/location).

I. Update: Michigan Downtown Day - Randy Walker

J. Update: Tree Lighting Ceremony - Kabri Martyniek

10. COMMITTEE REPORTS: *none*

11. STAFF/MANAGER REPORTS: *City Manager Nocerini and Project Manager Pearson provided updates.*

12. PUBLIC COMMUNICATION – *none.*

13. BOARD COMMENTS: *Members made final comments*

14. CHAIR COMMENTS: *Chair Walker made final comments*

15. ADJOURNMENT

Motion by Dawson, second by Bachman to adjourn the meeting.